Notes on the Paragraph & Line Spacing Video

1. Paragraph spacing is…

2. Line spacing is …

3. Paragraph Spacing is used in…

4. Paragraph Spacing and Paragraph Indentation are: (Select one)
   - always used together
   - never used together
   - sometimes used together

5. The Paragraph Spacing Options are located in the…
   - Ribbon Tabs: __________________________ and ______________________
   - Command Group: ______________________
   - Command Option: _____________________

6. The Paragraph Spacing Options allow you to adjust the amount of space left
   ______________________ and ______________________ a paragraph.

7. Paragraph Spacing is measured in…
### Notes on the Paragraph & Line Spacing Video

8. How much space will be left between your paragraphs if your *Paragraph Spacing* is the same as your font size?

9. If *After Spacing* is set, when the paragraph is highlighted, the extra space is displayed with…

10. If *Before Spacing* is set, when the paragraph is highlighted, the extra space is displayed with…

11. *Before* and *After Spacing* options are also available in the
   - **Command Group:**
   - **Ribbon Tab:**

12. *Line spacing* options adjust the amount of space…

13. *Line spacing* options are available in the
   - **Command Group:**
   - **Ribbon Tab:**

14. List the text spacing measurements are available from the *Line Spacing* command.
## Notes on the Paragraph & Line Spacing Video

15. List the *Line Spacing Options* provided in the Paragraph Dialogue Box.

16. The “Single” *Line Spacing* Option will…

17. “1.5 Lines” *Spacing* will…

18. “Double” *Line Spacing* will…

19. The “At Least” *Spacing Option* will …

20. “Exactly” *Line Spacing* will…

21. “Multiple” *Line Spacing* will…. 